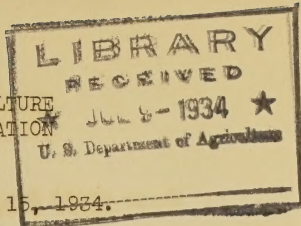


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



June 15, 1934.

STATEMENT OF ROUTINE FOR ALL DOCUMENTS REQUIRING THE

SIGNATURE OF THE SECRETARY

All documents, other than correspondence, for which the Commodities Division is responsible and which require the signature of the Administrator and the Secretary must conform henceforth to the following routine which supplements and clarifies the previous statements of procedure.

In every case the Section Chief will be responsible for the preparation of the docket. When the docket has been properly prepared, it shall be presented to the office of the Assistant Director of Commodities (present headquarters Room 450-A), where it will be checked and where any further necessary memoranda will be secured, or prepared and attached. Said office will then secure the signature of the Director of Commodities, the Administrator and the Secretary. Following signature by the Secretary, all copies of the docket, except those retained by the Secretary, shall be returned to the office of the Assistant Director for proper distribution.

No docket shall be accepted by the office of the Assistant Director of Commodities unless it is prepared in accord with the following requirements:

I GENERAL

(a) All copies of every document must be certified by the Section Chief as identical, and a signed statement to that effect must appear on the first page.

(b) Any revisions, deletions or insertions in any document must be separately initialed by the Section Chief.

(c) The initials of each officer whose recommendation is required must appear on the first copy of every document, below the line provided for the signature of the Secretary or the Administrator.

(d) All documents and memoranda in each docket must be punched and fastened into a folder with an Acco fastener. The name and copy number of the document must be placed on the outside of the folder.

(e) If the document is to be printed or duplicated and distributed, there must be included in every case a docket containing: (1) The most legible certified copy of the document. (2) A request for mimeographing or printing. (3) A distribution list.

II CODES AND AGREEMENTS

There shall be presented:

- (a) Four dockets, each containing, in the following order, one copy of:
 - 1) The legal opinion.
 - 2) Recommendation of the Consumers Counsel.
 - 3) Recommendation of the Section Chief.
 - 4) Analytical statement by the Section Chief.
 - 5) Either an application for hearing which, in the case of a code, must be signed by the representative of the National Recovery Administration, or the assent of the industry to the code in final form.
 - 6) Code or agreement.
- (b) Either two copies of the transcript of the informal conference if held, or one copy of the transcript of public hearing, as the case may be.
- (c) In the case of a code for final approval, seven copies of a draft Executive Order and a draft letter from the Secretary to the President prepared by the Legal Division.
- (d) One docket containing seven copies of a designation of the Secretary's Agent and four copies of the recommendation of the Section Chief.
- (e) One docket containing seven copies of the designation of the Secretary's representative or the Market Administrator, and four copies of the recommendation of the Section Chief.
- (f) Docket as in I (e).

III AMENDMENTS AND LICENSES

There shall be presented:

- (a) Four dockets, each containing, in the following order, one copy of:
 - 1) The legal opinion.
 - 2) In the case of an amendment or license unsupported by an agreement, a recommendation by the Consumers Counsel.
 - 3) Recommendation of the Section Chief.
 - 4) Either the amendment or the license.

- (b) One copy of the original agreement.
- (c) One docket containing:
 - 1) Seven copies of the Designation of the Secretary's Agent and/or the Market Administrator.
 - 2) Four copies of the memorandum of the Section Chief, recommending and giving the qualifications of the person designated.
- (d) Docket as in I (e).

IV ENFORCEMENT DOCUMENTS

These shall be presented in seven copies, bearing the initials of the Commodity Section Chief, the Chief of the Investigation Section of the Commodities Division, the Chief of the Administrative Enforcement Section of the General Counsel's Office, General Counsel.

V PRODUCTION PROGRAMS

The docket shall be prepared in seven copies. Each copy shall contain in the following order:

- (a) A draft letter of transmittal from the Administrator to the Secretary.
- (b) Any memoranda of recommendation written by the following, whose signatures must be obtained in any event:
 - 1) Director of Finance.
 - a. Recommendation of Director of Finance.
 - b. Memorandum and recommendation of Ways and Means Section regarding economic aspects.
 - c. Memorandum and recommendation of Budget Section regarding financial aspects.
 - 2) Director of Program Planning.
 - 3) Comptroller.
 - 4) Chief of any Department of Agriculture Agency whose services are to be used in connection with the plan.
 - 5) General Counsel.
- (c) Documents prepared by the Section Chief.
 - 1) Statement of economic background.
 - 2) Summary of program.
 - 3) Economic justification.
 - 4) Documentary history.

VI ADMINISTRATIVE RULINGS AND CONTRACTS

These shall be presented in seven copies, and each copy must be accompanied by a memorandum of recommendation and explanation by the Commodity Section Chief and a draft letter of transmittal from the Administrator to the Secretary.

The rulings and contracts must bear the signatures and the initials of the following:

- 1) The Commodity Section Chief.
- 2) The Chief of Contract Records Section.
- 3) Comptroller.
- 4) Director of Program Planning.
- 5) Director of Finance.
- 6) General Counsel.

VII PROCESSING TAXES AND COMPENSATORY TAXES

The Section Chief will be responsible for recommending, and presenting to the office of the Assistant Director of Commodities, seven dockets, each containing one copy of:

- a) Economic analysis and statement by the Commodity Section Chief.
- b) Draft of the letter of transmittal from the Administrator to the Secretary.
- c) Documents prepared by the Director of Finance:
 - a. Recommendation of Director of Finance.
 - b. Memorandum and recommendation of Ways and Means Section regarding economic aspects.
 - c. Memorandum and recommendation of Budget Section regarding financial aspects.
- d) Documents prepared by the Legal Division:
 - 1) Recommendation for hearing or legal opinion.
 - 2) Necessary regulations.
 - 3) Draft letter from Secretary of Agriculture to Secretary of Treasury.
- e) Opinion of the Consumers' Counsel.

VIII MISCELLANEOUS

All other documents to be executed by the Secretary must be presented in six copies, together with all supporting data in the same number of copies. In every case there must be included a memorandum of explanation and recommendation from the Commodity Section Chief.

Victor Christy

C. E. Davis,
Administrator.